



METROPOLITAN  
TRANSPORTATION  
COMMISSION

Agenda Item 2a

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*Steve Heminger*  
Executive Director

*Alix Bockelman*  
Deputy Executive Director, Policy

*Andrew B. Fremier*  
Deputy Executive Director, Operations

## ADMINISTRATION COMMITTEE

September 10, 2014

### MINUTES

#### Attendance

Committee Chair Tissier called the meeting to order at 10:30 a.m. Other Committee members present were: Committee Vice Chair Wiener and Commissioners Glover, Pirzynski and Sartipi. Commission Chair Worth was present as an Ex-Officio voting member. Other Commissioners present as ad hoc non-voting members of the Committee were: Giacomini, Haggerty, Halsted, Mackenzie and Spering.

#### Item 2: Consent Calendar:

Upon the motion of Commissioner Glover and the second of Commissioner Pirzynski, the following items on the Consent Calendar were approved unanimously.

#### Item 2a: Minutes

The Committee received and approved as written the meeting minutes of July 9, 2014.

#### Item 2b: Monthly Financial Statements

The Committee received the following unaudited monthly financial reports as of June 2014: Report of Operating Income for FY 2013-14; Report of Operating Expenditures for FY 2013-14; Report of Capital Budgets for FY 2013-14; Report of Life to Date Federal Grants Budget; Report of Clipper® Operating and Capital Budgets; Disbursement Report; Capital Projects Disbursement Report; and Clipper Projects Disbursement Report. For the month of June, the monthly financial report listed no purchase orders executed by the Executive Director. The report listed one (1) contract executed by the Executive Director between \$2,500 and \$100,000

The Committee also received a comparison of the budget vs. actual plus encumbrances, including salaries and benefits, through June 2014.

#### Item 2c: Investment Reports

The Committee received the Investment Reports for the months of June and July 2014.

#### Item 2d: Funding Agreement Amendment – Regional Goods Movement Plan: Alameda County Transportation Commission (ACTC) (\$300,000)

The Committee authorized the Executive Director or his designee to negotiate and enter into a funding agreement amendment with ACTC to continue development of an update of the Regional Goods Movement Plan, including analysis of the existing

**Item 2d: Funding Agreement Amendment – Regional Goods Movement Plan: Alameda County Transportation Commission (ACTC) (\$300,000) (continued)**

goods movement system, trends, and issues and opportunities, and recommendations for projects, programs and policies to improve the efficiency and effectiveness of the goods movement system while reducing impacts on communities. The agreement also includes support for extensive stakeholder engagement. The Chief Financial Officer was authorized to set aside \$300,000 from the FY 2014-15 Agency Budget for this purpose.

**Item 2e: Contract Amendment – StreetSaver® Software Development, Maintenance & Support Services: DevMecca.com, LLC (\$850,000)**

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with DevMecca.com, LLC to provide software development, maintenance, application hosting, and support including database migration and conversion from previous versions of StreetSaver® and other pavement management software. The Chief Financial Officer was authorized to set aside \$850,000 for such amendment.

**Item 2f: Contract Amendments – On-Call Priority Development Area Technical and Staffing Assistance:**

- i. *Nelson Nygaard Consulting Associates (\$835,000)*
- ii. *Fehr & Peers (\$435,000)*

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Nelson Nygaard Consulting Associates in FY 2014-15 to complete the following projects: analysis that will streamline transportation impact review to ensure outcomes that are both efficient and multi-modal (Oakland), development of a downtown parking management strategy (Oakland), analysis that will focus on market demand, market feasibility and circulation for a transit-oriented development opportunity site (Morgan Hill), and a study that will explore relinquishment of State Route 82 (VTA). The Chief Financial Officer was authorized to set aside \$835,000 from the FY 2014-15 Agency Budget for this purpose.

Additionally, the Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with Fehr & Peers in FY 2014-15, to complete the following projects: creation of a PDA transportation demand management plan (Alameda), development of construction documents and visual stimulations for the Salvio Street streetscape project (Concord), development of a complete streets network, and design guidance and General Plan circulation element update (Oakland). The Chief Financial Officer was authorized to set aside \$435,000 from the FY 2014-15 Agency Budget for this purpose.

**Item 2g: Purchase Order Amendments: Project-Based Temporary Services:**

For FY 2013-14

- i. *Robert Half Technology (\$15,000)*

For FY 2014-15

- i. *Regional Government Services (\$425,000)*

The Committee authorized the Executive Director or his designee to amend the purchase order to Robert Half Technology in the amount of \$15,000 to provide IT support for automatic bridge toll collection and the Chief Financial Officer was directed to reallocate \$15,000 in FY 2013-14 funds for such purchase order amendment.

Additionally, the Committee authorized the Executive Director or his designee to amend the purchase order to Regional Government Services in the amount of \$425,000 to provide project-

**Item 2g: Purchase Order Amendments: Project-Based Temporary Services** (continued)  
based temporary front desk staffing, travel modeling and FSP support. The Chief Financial Officer was directed to reallocate \$425,000 in FY 2014-15 funds for such purchase order amendment.

**Item 2h: Contract Amendment – Transit Passenger Surveying Services: ETC Institute (\$200,000)**

The Committee authorized the Executive Director or his designee to negotiate and enter into a contract amendment with ETC Institute to collect Caltrain transit passenger survey data that will be used to support Title VI equity reporting requirements for transit riders and to refine regional analytical planning tools. The Chief Financial Officer was authorized to set aside \$200,000 for such contract amendment.

**Item 3: Other Business/Public Comment/Adjournment**

There being no further business or public comment, the meeting was adjourned at 10:31 a.m. The next Committee meeting will be on October 8, 2014 at 9:35 a.m. in the Lawrence D. Dahms Auditorium, 101 Eighth Street, Oakland, California.